



Please return this checklist along with copies of the 'crossed' documents

Primary Identity Document

Cross if enclosed	Document Type	Document Description	Points
[]	Australian passport	A current Australian passport in your customer's name/ former name	60
[]	Foreign passport	Current passport issued by a country other than Australia, with a valid entry stamp or visa	60
[]	Driver Licence/permit	Current state or territory issued driver licence, learner permit or provisional licence showing signature and/or photo and same name as the person. Cannot accept expired, cancelled or suspended licence.	40
[]	Medicare card	Current Australian Government issued Medicare Card in your customer's name. Cannot accept expired cards.	25

Secondary Identity Document

Cross if enclosed	Document Type	Document Description	Points
[]	Birth certificate	Full Australian birth certificate issued in your customer's name/former name by the Registrar of Births, Deaths and Marriages. Cannot accept birth extracts or birth cards.	40
[]	Certificate of identity	Certificate of Identity issued by Australian Government to refugees and non -Australian Citizens for entry to Australia.	40
[]	Photo ID	Aviation/Maritime Security identification, Security industry.	40
[]	Proof of age card	Latest proof of age card issued by an Australian Government.	40
[]	Rating authority	Document issued by Rating Authority with the Current Address.	25
[]	Citizenship certificate	Australian citizenship certificate or citizen by descent certificate issued in your customer's name/former name.	25
[]	Change of name certificate	Issued by an Australian Government	25



[]	Bank statement (1 of 2)	Statement or passbook from current savings or cheque account showing your customer's name and same address (if applicable) as provided in your application. You can provide up to 2 statements from two different Bank Accounts.	20
[]	Bank statement (2 of 2)	Statement or passbook from current savings or cheque account showing your customer's name and same address (if applicable) as provided in your application. You can provide up to 2 statements from two different Bank Accounts.	20
[]	Centrelink card	Current Centrelink or Social Security Card issued in your customer's name. Cannot accept expired cards.	20
[]	Decree nisi / absolute	Decree Nisi / Decree Absolute (Registry Issue Only).	20
[]	DVA card	Department of Veterans Affairs (DVA) card	20
[]	Lease agreement	Property Lease Agreement with the current address.	20
[]	Marriage certificate	Australian Marriage Certificate (Registry Issue only).	20
[]	Tertiary student card	Current student identification card with your customer's photo, issued from an Australian Government accredited education authority. Cannot accept expired cards.	20
[]	Utility bill (1 of 2)	A paid utility account (e.g. gas, water, electricity or phone) in your customer's name and showing the same address as provided in your application, less than 6 months old. You can provide up to 2 bills from two different utilities.	20
[]	Utility bill (2 of 2)	A paid utility account (e.g. gas, water, electricity or phone) in your customer's name and showing the same address as provided in your application, less than 6 months old. You can provide upto 2 bills from two different utilities.	20
[]	Birth certificate (foreign)	Documents issued outside Australia must have official translation attached.	15
[]	Indigenous reference	Reference from Indigenous Organisation.	15



* I confirm that I'm authorised to provide my customer's personal information above and I consent to it being checked with the document issuer or official record holder through third party systems for the purpose of confirming my identity.

By requesting Equifax for a free credit report, you agree to the Equifax Credit Report for Authorised Access Seekers Terms and Conditions which can be found on our website at www.mycreditfile.com.au/credit-report-terms-and-conditions.

Complete this section if you have provided all documents available to you and these still add up to less than 100 points.

Please enclose a completed Statutory Declaration form in order for your customer's identity to be verified

This letter is intended for the addressee(s) only. It may contain confidential and legally privileged information and it is intended only to be read or used by the addressee(s). If you are not the intended recipient, you must not use, disclose, copy or distribute this communication. If you have received this letter in error, please destroy this letter (and any attachments) and immediately notify Equifax. www.equifax.com.au. Copyright © 2024 Equifax Pty Ltd., a wholly owned subsidiary of Equifax Inc. All rights reserved. Equifax and EFX are registered trademarks of Equifax Inc.



Commonwealth of Australia
 STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration* 1

make the following declaration under the Statutory Declarations Act 1959:

2 *Set out matter declared to in numbered paragraphs* 2

I have provided all identity documents in my possession that Equifax accepts as part of its 100 point check, and these still add up to less than 100 points.

The following identity documents are in my possession and have been presented for verification to the person before whom this declaration is made:

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration* 3

4 *[Optional: email address and/or telephone number of person making the declaration]* 4

5 *Place* Declared at ⁵ on ⁶ of ⁷
 6 *Day*
 7 *Month and year*

Before me,



- | | | |
|----|--|----|
| 8 | <i>Signature of person before whom the declaration is made (see over)</i> | 8 |
| 9 | <i>Full name, qualification and address of person before whom the declaration is made (in printed letters)</i> | 9 |
| 10 | <i>Optional: email address and/or telephone number of person before whom the declaration is made</i> | 10 |

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years - see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 - see section 5A of the Statutory Declarations Act 1959.



A statutory declaration under the Statutory Declarations Act 1959 may be made before:-

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner	Midwife	Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountant's Association; or
- b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia



Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- c) registered on the National Engineering Register by Engineers Australia

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

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